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# Defense Travel System Business Rules Guide



Version 2.0

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## Document Approval Page

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## Document History

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PMO TEMP TRB	15 May 03	1.5		Made various changes based on policy and software updates for the Enhanced Jefferson release. Revised sections and deleted material no longer applicable.
PMO TEMP TRB 052303-2.0	23 May 03	2.0	A. Cloyd	Added information on CTO transaction fees, DTS-Tailored, and updated information on GTR processing.
	19 Jun 03	2.0		Added information regarding conditional routing for Group Authorizations, information on Foreign National use of the system, and additional guidance on ROA access.
	2 July 03	2.0		Added information concerning the DFAS limitations to process PLOT-related travel.
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	8 March 04	2.0	A. Cloyd	Updated CTO Fees section to reflect requirement for CTO to return fees to DTS. Deleted section on Cancellation/Curtailment procedures – these are documented on a separate DTS quick reference guide available on the website.

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## DEFENSE TRAVEL SYSTEM Business Rules

### 1 Introduction

This Defense Travel System (DTS) Business Rules Guide has been developed to provide all DoD travelers, administrative and supervisory personnel, as well as, travel services providers with a common set of transportation and financial guidelines for implementing the automated DoD travel process. The policies contained in the Defense Transportation Regulation (DTR) (DoD 4500.9-R), DoD Financial Management Regulation (FMR) (DoD 7000.14-R), the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) still apply and should be used in resolving any travel or financial policy issues that arise.

The highlighted areas of this document indicate local business processes that must be further developed and used in order to implement Defense Travel System (DTS) at a Service/Agency, MACOM/MAJCOM, or site level. The commercial travel office (CTO) information is provided for reference so that travelers, Transportation Officers (TO), and Defense Travel Administrators (DTAs) are aware of the requirements of the DTS contracts.

All references to “traveler” in this document may apply to a traveler or to a Non-DTS Entry Agent (NDEA) acting on behalf of the traveler when making travel arrangements or inputting travel settlement vouchers into DTS.

***Note: Current airport security procedures require that tickets be issued in the same name that appears on the traveler’s form of identification (drivers license, etc.). DTS users should ensure the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding.***

### 2 Arrangements Only Travel

The arrangements only travel process is included in DTS to accommodate those travelers who require CTO services, but whose authorization/obligation and travel claims cannot be processed by DTS for various reasons. This means these travelers can use DTS to initiate trip requests, have the CTO make their travel arrangements, and have their authorizing officials authorize the travel. Because the interface to the DoD Accounting and Disbursing System (DADS) is blocked for these trip types, a hard copy authorization will have to be printed using DTS or produced outside of DTS. Local procedures must be used to correctly obligate funds for the trip. After travel, the traveler completes a manual, hardcopy voucher (DD Form 1351-2) for processing in accordance with local procedures.

The trip types used within DTS for arrangements only travel are:

DTS Arrangements Only Trips Types
Cadet/Midshipman
Hospital/Patient
Escort/Attendant

Arrangements Only (i.e. no DADS connectivity)
Permissive
Invitational
Multiple Reserve Component Trip Types

Local sites are responsible for establishing appropriate routing lists for open allotment, arrangements only, medical travel (both patients and their escorts and attendants), permissive travel and invitational travel orders (ITOs). If dependents need to travel, the organizational DTA (ODTA) for the order issuing office will enter the minimum information into DTS to establish a profile. The sponsor's organization and "OTHER" as the rank will be used in the profile with the traveler's name and social security account number (SSAN).

## 2.1 Arrangements Only Travel Process

Following is a detailed description of the arrangements only travel process:

1. The traveler requests travel arrangements with estimated costs by establishing a trip request (creating an authorization) in DTS. Once the document is signed it will electronically route to the CTO with all the information necessary to make the traveler's arrangements.
2. The CTO electronically receives the authorization as a passenger name record (PNR), makes travel arrangements, and puts the PNR in the outbound queue, and DTS continues to route the document for approval. The Resource Manager (or equivalent), using a standard document number, other than the trip record number assigned by DTS, should annotate the standard document number in the remarks field of the trip record. This may be accomplished using a special arrangements only electronic routing to the Resource Manager. The Resource Manager must also ensure that a special arrangements only line of accounting (LOA) budget item is established and used for all arrangements only trips to facilitate approval. This will prevent the AO from overriding a lack of funding in the DTS budget module.
3. Once an AO electronically receives the document, he/she reviews the itinerary, verifies the correct method of payment such as the individual Government travel charge card (IBA) or centrally billed account (CBA), reviews expense estimated costs, and electronically signs (approve, return, or cancel) the trip request.
4. Upon approval, a manual travel order (DD 1610) is produced IAW local procedure or it may be accomplished by using DTS to print the authorization. NOTE: If printing is accomplished prior to approval, the document number field is blank and can be used to record the local travel order number. For arrangements only travel it is important for the AO to remember the obligation of travel funds occurs outside DTS and the AO's digital signature does not initiate obligation of available funds. Obligation of travel funds will be accomplished in accordance with current Service or Agency procedures.
5. Upon receipt of the AO approved trip record, the CTO will issue tickets, and charge the transportation costs to the appropriate form of payment.

Note: If a CBA is used as a form of payment, a copy of the manually produced authorization will be provided to the TO in accordance with local procedures.

6. The CTO will provide all tickets and travel documents to the traveler. Travel is performed in the normal manner with toll free help provided by the CTO for any enroute variations. Any variation to costs must be tracked by the traveler with receipts and recorded in the travel voucher.

7. After travel, the traveler submits a completed manual travel claim (DD Form 1351-2) to the supporting finance office in accordance with local procedures for computation and disbursement. This process occurs outside DTS.

8. Services/Agencies will update/adjust the obligation and pay the travel claim in accordance with current procedures.

### **2.1.1 Emergency Leave**

Emergency leave policies and entitlements are located at JFTR Chapter 7 or JTR Chapter 6. Inter-theater travel is at Government expense. Intra-theater and CONUS travel is normally at personal expense. Because of the complex nature of emergency leave travel entitlements, it is recommended that the traveler and the CTO contact the Transportation Office and Finance Office emergency points of contact to ensure that the out-of-pocket costs to the traveler are legally minimized.

Emergency leave fully funded by the Government is processed as routine TDY. Emergency leave is processed in accordance with personal leave in conjunction with official travel (PLOT) procedures if it is partially funded by the Government. Emergency leave not fully-funded by the Government is considered leisure travel at the traveler's expense.

### **2.1.2 Formal Schools**

If funding is centrally controlled for formal training, travelers on orders to formal schools will utilize the arrangements only trip type until such time that all organizations are utilizing DTS. In accordance with Service procedures, the reimbursable order process may be used.

### **2.1.3 International Date Line Travel – From East to West and Return to the East**

DTS is not certified by DFAS to compute TDY entitlements related to travel when crossing the International Date Line (IDL) from the East to the West and return to the East. These trips must be processed outside of DTS (or as an arrangement only trip type).

### **2.1.4 Invitational Travel Orders (ITO)**

Until such time as the DTS can automatically calculate proper travel entitlements, ITOs will be created using the arrangements only trip type "Invitational". If the individual traveling on an ITO is a dependent of a DoD uniformed member or civilian employee, the DTA will enter a profile with the mandatory information required. The sponsor's organization will be used in the profile with a rank of "OTHER" and the traveler's name and SSAN. If the traveler is not a dependent of a DoD sponsor the sponsoring organization will be entered in the profile and "OTHER" will be used for the rank in the profile using the DTA's organization and routing list.



### 2.1.5 Non-appropriated Fund Instrumentalities (NAFI) Personnel

Travel services for Non-appropriated Fund Instrumentalities (NAFI) personnel traveling on official business shall be provided in the same manner as for appropriated fund personnel. NAFI travel is considered official travel. All accounting actions and travel claims will be handled according to local policies. NAFI travel will be processed using the “arrangements only” process under DTS indefinitely or until NAFI pay systems/processes can be incorporated into the DTS. Additionally, NAFI travel can be processed using the DTS-Tailored procedures.

### 2.1.6 Permissive Travel

If permissive travel is funded by appropriated funds, it will be processed like a routine TDY. If permissive travel is funded with non-appropriated funds, it is handled as arrangements only travel. If permissive travel is personally funded it is leisure travel. Additionally, Permissive Travel can also be processed using the DTS-Tailored procedures.

### 2.1.7 Travel of Reserve Component Members

Reserve Component members on long-term active duty, e.g., Active Guard and Reserve (AGR) program, Partnership for Fiscal Integrity (PFI) will travel on orders the same as other active duty members. Traditional Reserve Component members, e.g., Troop Program Unit (TPU), Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) will travel under arrangements only procedures. There are multiple arrangements only and other applicable trip types listed in the DTS depending on the member’s specific circumstances.

## 3 Non-Arrangements Only Travel

### 3.1 Advances (non-ATM)

Travelers without an individual Government travel charge card (or traveling to a location where use of the card is impractical) can request a non-ATM advance through DTS. The travelers profile must be set to “Advance Authorized” in order to request the non-ATM advance; only the DTA with appropriate permission level(s) can update the Government Travel Charge Card (GOVCC) status in the traveler’s profile. The system will automatically calculate an advance equal to 80% of the estimated reimbursable expenses for a period of up to 45 days. The computed advance will be deposited into the traveler’s financial institution as an EFT payment 10 days prior to the scheduled departure date. In cases where the traveler departs within the 10-day window, the advance will be processed for payment upon AO approval. In cases when an advance of 80% places the traveler in a financial burden, the AO may approve an advance of 100%. This determination must be made on a case-by-case basis. In these cases, the travelers profile must be reset by the DTA to “Full Advance”. Upon completion of that specific trip, the user profile must be reset appropriately. Upon completion of the voucher from authorization, the advance amount is deducted from the total reimbursable entitlements as a previous payment on the voucher – resulting in a net payment to the traveler.

**Organizations that are DTS-Tailored for finance cannot use the non-ATM advance functionality in DTS. Travelers in these organizations requiring a non-ATM advance must process their authorization outside of DTS.**

Processing Advances and Scheduled Partial Payment for the same authorization:

Currently, DTS allows (and the DODFMR permits) users to request both a non-ATM advance and a SPP for the same authorization. Because the non-ATM advance is programmed to pay for up to 45-days worth of entitlements and the SPP pays in increments of 30 days, processing both for the same authorization may lead to the traveler being in a DUE U.S. status after processing their final settlement voucher upon completion of TDY (the DODFMR currently does not allow for the non-ATM advance amount to be deducted from the SPP amount).

It is recommend that travelers do not request both an advance and SPP for the same authorization in order to avoid the potential for a DUE U.S. **However, in cases when the traveler requests both a non-ATM advance and an SPP, the traveler or AO should reduce the amount of the computed non-ATM advance amount before approving the authorization. When doing so, the amount of the non-ATM advance should be reduced to allow for 30 days worth of entitlements (as opposed to 45 days). Doing so will reduce the likelihood of the traveler being in a DUE U.S. status upon completion of their settlement voucher.**

In the event a traveler is required to make an advance payment for registration fees or a deposit on lodging, and does not have an individual Government travel charge card to pay the fees, he/she could utilize DTS to process an advance specifically for the amount of the advance required – rather than for the entire amount. The traveler could then utilize DTS to request an SPP for the remaining portion of the trip (assuming it exceeds 45 days).

### 3.2 Authorizing Officials (AO)

Authorizing officials (AO) will review and approve travel arrangements submitted by travelers. The approval will be made using the DoD Public Key Infrastructure (PKI) digital certificate. The AO must ensure that the arrangements and should-cost estimates are reasonable and consistent with mission requirements prior to approval. The AOs must also ensure that the proper line of accounting (LOA) is applied to the transaction, particularly when the AOs have responsibility for more than one line of accounting. The AOs cannot approve travel when the should-cost estimate exceeds the amount of funds available in their travel budget within DTS. If this should occur, the AOs must first contact their Finance Defense Travel Administrator (FDTA) for further guidance and/or obtain an increase of funds in the DTS Budget.

An AO may also be a certifying official (CO). If appointed as a CO, the AO is responsible for certifying the reasonableness of the request for reimbursement of travel expenses. **AOs must be appointed in writing as an accountable official and, as such, may be held pecuniarily liable for erroneous payments resulting from the negligent performance of their duties. When the appointment as an accountable official ends, the appointment must be revoked in writing, and the user's access to additional functions must be deleted by reducing the person's permission levels to the lowest level required to perform their duties.**

When an AO approves an authorization that includes a request for a non-ATM advance and/or SPP, their approval results in a disbursement to the traveler. In doing so, the AO acts as a Certifying Officer (CO) for the disbursement and must be trained and appointed as a CO in accordance with the DODFMR. **For this reason, it is highly recommended that all AOs also be trained and appointed as COs.**

For a complete list of AO responsibilities, see the DODFMR, Volume 9, Chapter 2, paragraph 020401C.

### **3.3 Blanket Travel Order**

(See Self Authorizing Official)

### **3.4 Bus Travel**

Bus travel requests may be made through the DTS using the reservation module. The traveler will annotate specific requirements in the air section comment screen for CTO booking. The traveler must select the “Request assistance from CTO” option and include four required data elements (date, time, origin, and destination) in the comments section. The CTO will create a pseudo segment (for confirmation and cost) in the PNR for subsequent transfer to DTS so that travel funds are properly obligated from the trip record upon AO digital signature.

At the request of the Transportation Officer, the CTO will arrange for chartered bus service or individual bus tickets. The DTS CBA reconciliation process will not be used for the purchase of charter or individual bus transportation or tickets. The TO may use non DTS CBAs (obligated and reconciled outside DTS) for bus purchases.

### **3.5 Cancellation Fees/Penalties**

Occasionally, travelers will have travel plans canceled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. These expenses are reimbursable to the traveler under the JTR/JFTR and the traveler must complete a voucher from authorization to claim reimbursement. **Prior to applying the “Canceled” stamp, the AO must ensure no reimbursable expenses are associated with the trip.**

### **3.6 Certifying Officials (COs)**

Certifying Officials must be properly trained and the head of the organization (commanding officer, director, etc.) must appoint in writing all COs who authorize payment of travel claims. The designated CO must also sign the letter of appointment, acknowledging acceptance of the duties and responsibilities. The FDTA must ensure that a letter, signed by the installation or activity commander, confirming that certifying officials have been properly appointed has been sent to the appropriate disbursing office for the ADSN/FSN/AAA utilized. In addition, COs must complete DD Form 577 (Signature Card) for each disbursing office to which certifications are made. When the appointment as a certifying official ends, the appointment must be revoked in writing, and the user’s access to additional functions must be deleted by reducing the person’s permission levels to the lowest level required to perform their duties.

The DFAS has developed a COL-CBT that can be used to provide the required COL training. In addition, other services or DOD agencies may have approved training programs that can be used to complete the certification.

### **3.7 Commercial Lodging Availability**

DTS provides users (assuming the DTS organization is CTO-connected) with the ability to search for commercial lodging using three different search criteria; a specific hotel name/chain,

facilities near the arrival airport, or facilities within the city, i.e. downtown. DTS will return availability and rate information sorted at the users discretion (by either rate category or price). Also included is information on property amenities - dependent on what information is available in the GDS and returned to DTS.

If a traveler desires accommodations in a hotel not found in the DTS or if no available rooms at the per diem rate are shown (e.g., rooms are blocked for a conference), the traveler can select the “request assistance” button, which auto populates a statement requiring CTO assistance.

Note: A higher CTO fee could apply when lodging arrangement are not auto-booked and CTO assistance is needed.

### **3.8 Confirmation and Cancellation Numbers**

The CTO will pass to the traveler (via the outbound queue into DTS) all confirmation information and all pertinent cancellation information if any reservations are cancelled.

### **3.9 Confirmatory Orders (Authorizations)**

Confirmatory orders are applicable if time limitations did not allow for a written order to be completed prior to the traveler’s departure. The authorization should be completed as soon as possible after vocal approval has been granted. The user with group access is typically responsible for creating the trip authorization and entering the appropriate cost information in the DTS. The reservation module must not be used since its use would route the trip request back to the CTO. Air, rail, and bus information must be entered in ‘ticketed transportation’ section of the travel screen. Lodging cost information must be entered in the per diem detail screen. Rental car cost information must be entered as a Commercial Auto expense.

*See section 3.56.1 for instructions on ticketing approval for travel in the new fiscal year.*

### **3.10 Cost Charge Procedures (Checkage)**

Cost charge procedures apply when a traveler is returning or is enroute to the permanent duty station (PDS) and lacks sufficient funds to pay for authorized transportation to the PDS. Appropriate local procedures shall require completion of the required documentation for payment of travel arrangements for such travelers at the Government’s expense. Upon receiving appropriate documentation, the TO shall coordinate with the CTO in arranging transportation reservations/tickets. City pair fares shall apply as appropriate.

### **3.11 CTO Procedures During a National Emergency**

In the event of and during national emergencies, the CTO shall advise the Government of any operational changes that may impact on the level or quality of travel management services afforded to DoD travelers. This information shall include but not be limited to changes in 24-hour contact telephone numbers, or closure or reduction in CTO staff at staffed offices.

### **3.12 CTO Transaction Fees**

CTO transactions fees are billed in accordance with local CTO contracts. Under DTS awarded CTO contracts, CTO transactions fees are billed to the same method of payment that the transportation expense was charged to (either IBA or CBA). The transaction fee only applies when the CTO fulfills the request and is typically billed at the time of ticketing (or when

lodging/rental charges are applied when no air request is made). The CTO must return any applicable CTO charged to the individual traveler on the outbound queue to DTS. When charged as a 'management fee' and payable at the Service/Agency/MAJCOM headquarters level, the CTO fee is not returned in the outbound queue to DTS, but rather billed directly to the Service/Agency/MAJCOM.

DTS users who use the Reservation Module to make their travel arrangement should **not** include a CTO fee when building the authorization/should-cost. The CTO fee (if applicable) will be included with the ticketing information returned to DTS by the CTO. The transaction fee is returned to DTS as a separate "ticket" in the PNR from the CTO. The fee is reimbursable if the form of payment is the individual Government travel charge card, but non-reimbursable to the traveler if a CBA account was used as the method of payment.

If the DTS Reservation Module is not used and a CTO fee is charged, the traveler should include a "Travel Agent Fee" expense as part of their authorization should-cost. Upon completion of travel, the expense item must be updated to actual cost on the voucher. The cost of the fee, if applicable, will be included in the itinerary/invoice provided by the CTO at time of ticketing.

### 3.13 Debt Management

Local commands shall establish and follow DTS interim debt management processes established by their respective component for the collection of overpayments. (Note: Refer to the DTS Financial Field Procedures Guides for use of Debt Management Expense Codes in DTS. All notification/due process and collection action processes are done outside of DTS.)

### 3.14 Non-DTS Entry Agent (formerly Designated Government Entity)

A non-DTS Entry Agent is a military member or DoD employee, designated in writing by local command authority, responsible for the input of trip requests and claims for reimbursement in the DTS for unconnected travelers who do not have access to the DTS. The traveler must provide a signed DD 1351-2 and supporting documentation to the NDEA. All voucher data must be entered according to the original voucher signed by the traveler – the use of the "T-entered" stamp by the NDEA includes this certification. The original voucher and all supporting documentation will be maintained on file for 6 years, 3 months in accordance with DODFMR, Vol. 5, Chapter 21. **The NDEA must select the T-ENTERED stamp instead of the SIGN stamp from the document status list when applying their digital signature to a voucher from authorization.**

The NDEA must be identified in their DTS user profile as a DGE in order to have access to the T-Entered stamp used to enter vouchers from authorizations. In addition, the appropriate Group Access must be granted by the DTA.

\* Note: The term non-DTS Entry Agent (NDEA) replaced the term Designated Government Entity (DGE) in the August 2003 update of the DODFMR, Volume 9, Chapter 2.

### 3.15 DTS Budget Module

It is the FDTA's responsibility to establish and maintain separate budgets for each organization's LOAs and ensure that all accounting information is correct. The FDTA is responsible for loading funding target's for each LOA into the Budget Module for use by the AO.

The FDTA will assist organizations reviewing budget balances as part of the funds control procedures and conduct periodic reconciliation with the official accounting records.

### 3.16 DTS-Tailored (DTST)

Implemented with the Adams Release of DTS in January 2003, it is possible for sites to deploy DTS without operational interfaces to either the DADS or the CTO. Deploying DTS without these interfaces can still provide significant benefits to the traveler and the travel community.

If the DADS interface is unavailable, i.e. has not been certified for use with DTS, DTS will act as an order writer with similar functionality to the arrangements only trip process. **Travel authorizations and vouchers can be printed from DTS and processed manually in the DADS or in accordance with local procedures.** After the trip is completed, trip records are still submitted to the DoD archive/MIS. Sites/organizations requiring DTS to be set-up with no DADS interface must coordinate with their respective DTS Deployment Team or the DTS Operations staff. These organizations are then identified in a table with text string of "DTST" which then appears in the first field of the LOA format. In addition, the FDTA for these organizations must include the "DTST" in the first field when entering the LOAs into the organizations. Documents that are created using the "DTST" string are blocked so that no financial transaction is created and transmitted the DEBX/DADS.

**Organizations that are DTS-Tailored for finance cannot take advantage of the non-ATM advance and scheduled partial payment functionality in DTS. Travelers requiring either a non-ATM advance or scheduled partial payment must process their authorizations outside of DTS.**

If the CTO interface is unavailable, system users will not have the ability to request travel arrangements utilizing DTS and a passenger name record (PNR) is not passed to the CTO. **Travelers must make arrangements off-line with the CTO and enter the pertinent information into the system.** Sites without CTO connectivity must coordinate this fact with the DTS Deployment team or DTS Operations staff.

For more information see the DTS Financial Field Procedure Guide.

### 3.17 Enroute Traveler Assistance

**Travelers will make itinerary changes directly with the CTO, via the CTOs toll-free number while enroute. Upon return, travelers must amend their trip record, as needed, to reflect any changes in itinerary or cost.**



### 3.18 Error Codes

The DTS-PMO has configuration management responsibility for the error code listing and will ensure that the error listing is structured to satisfy the needs of DFAS and the Services/Agencies. The FDTA, depending on the type of error being reported, will route the error message to the appropriate functionary for correction. Explanations for individual error codes are available in the Defense Travel System DTA Users Guide.

### 3.19 Excess Baggage

The traveler will annotate in the air segment screen's comments section, as a minimum, that excess baggage is authorized, and if known, will provide the weight, number of pieces of excess baggage, and any special requirements. The traveler will also select excess baggage in the "other authorizations" screen. The CTO will advise carriers of excess baggage requirements when making reservations and enter in the trip record all applicable information to the traveler, i.e., estimated cost requirements, special check-in requirements, etc.

The traveler will make payment for excess baggage directly to the carrier at the time of check-in. The traveler will claim reimbursement on the travel voucher for excess baggage up to the amount authorized by the AO on the travel authorization. It is the AO's responsibility to ensure that the reimbursement claimed for excess baggage does not exceed the amount authorized. If the AO has any questions, the TO can be contacted for assistance.

### 3.20 Extended TDY (Excess of 180 consecutive days)

Prior to approving an authorization for extended TDY (more than 180 consecutive days at the same location), the AO must ensure that the appropriate level of command approval has been acquired in writing. The approval documentation shall be maintained on file within the AO's organization. DTS provides a flag to the AO when an extended TDY authorization is routed to the AO for review/approval. In the event that command approval has not been received, the AO can save the record without approving it, until written authority is received. Upon receiving this documentation, the AO can then open the record, and approve it for further DTS processing. The AO must include remarks in the DTS trip record regarding the approval, i.e. date approved, POC, phone number, etc.

### 3.21 Finance DTA (FDTA)

The FDTA has funds control responsibility within DTS and is responsible for managing lines of accounting and ensuring that all financial information remains accurate. The FDTA can be any member of the budget, resource management, or accounting and finance office for an organization. The FDTA must comply with all local financial policies and procedures for monitoring funds. The FDTA must also be familiar with the following: JFTR/JTR, Appendix O, and all Service/Agency internal control policies. The FDTA must be appointed in writing as an Accountable Official. When the appointment ends, it must be revoked in writing. In addition, the FDTA's permission level must be reduced to the lowest allowable level to perform his or her duties, thereby eliminating access to DTA functions. See the Defense Travel System Financial Field Procedures Guide for information regarding the appointment process.

For a complete list of FDTA responsibilities, see the DODFMR, Volume 9, Chapter 2, paragraph 020401B.

### 3.22 Foreign Flag Carriers

Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons and property when air travel is funded by the U.S. Government. If transportation on a foreign carrier ultimately is fully paid for by a foreign government (including under a Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency, or other organization then a foreign flag carrier may be utilized.

### 3.23 Foreign National's and DTS

Foreign National personnel can utilize DTS in the performance of their official duties provided they have been issued a PKI certificate (required for system access) and utilize a unique identification number (similar to SSN) when building their user profile. If the foreign national has not been issued a SSN, it is recommended they use their passport number, or a number from a similar, unique document. All applicable training, certification, and written appointment must be accomplished before they can be granted access to DTS.

Site personnel should consult applicable regulations and policy for issuance and use of PKI. Additionally, Foreign National personnel are not eligible for use of GSA City-Pair flights.

### 3.24 Frequent Flyer Miles

On December 28, 2001, the President signed into law S. 1438, National Defense Authorization Act for fiscal year 2002. Section 1116 of this law authorizes Federal employees to retain promotional items, including frequent flyer miles, earned on official travel.

GSA's Office of Government-wide Policy has issued a Government-wide waiver of the provisions of the Federal Travel Regulation (FTR) and Federal Property Management Regulation (FPMR) that require that promotional items received incident to official travel, including frequent flyer miles, before, on or after the date of the waiver may be retained by federal employees for their personal use. The waiver remains in effect until a permanent amendment(s) to the provisions referenced herein is published in the Federal Register (FR).

It is the responsibility of each traveler to communicate directly with the carrier to establish his/her frequent flyer account.

### 3.25 Government Contractor's and DTS

Government contractors are not authorized to utilize DTS for official travel.

Government contractors can be authorized to use DTS in a manner consistent with their official duties. All applicable training, certification, and written appointment must be accomplished, and a PKI certificate issued before Government contractors can be granted access to DTS.

### 3.26 Government Lodging Requests

If Government lodging is required, the arrangements must be coordinated outside of DTS in accordance with local policy and CTO contract requirements.



### 3.27 Government Transportation Request (GTR) as Form of Payment

The Government Transportation Request (GTR) cannot be utilized as a method of payment for travel in DTS due to limitations concerning the processing of the related financial information. Any travel using the GTR as a method of payment must be processed outside of DTS.

### 3.28 Group Authorizations

Group travel authorizations may be created (by the primary traveler, TO, or other authorized user) and approved in DTS. Upon AO approval; the Group Authorization is “locked”, a Group ID number is assigned (a TANum associated with the Group Authorization), individual authorizations are created – each with a unique TANum, and obligations are created. Once this occurs, any required amendment is done on the individual authorization. Upon completion of travel, each traveler creates an individual voucher from authorization.

Requests for non-ATM advances and/or scheduled partial payments cannot be processed on the Group Authorization. Upon AO approval of the Group Authorization, the travelers’ individual authorization must be amended to request a non-ATM advance and/or SPP.

Group travel functionality includes an optional conditional routing. The “Traveler Number” process name will route Group Authorizations with 10 or more travelers to a reviewer as determined by the local business rules (typically the Transportation Officer). Also available are two additional stamps, “Reviewed Group Auth” and “TO Reviewed Group Auth”. This conditional routing list must be established at the site for each applicable organization – they are not global settings.

**At this time, travel arrangements for Group Authorizations are not processed through the reservation module and sent to the CTO. Until DTS is modified to fully automate the group travel reservation process, travel arrangements shall be coordinated with the CTO outside of DTS by the primary traveler and/or TO.**

### 3.29 House Hunting

Authorized house hunting trips are part of a permanent change of station (PCS) movement and will be processed accordingly. See “Permanent Change of Station (PCS) to include Dependent Travel (Accompanied & Unaccompanied) and Medical Evacuation (MEDIVAC).”

### 3.30 Human Remains

Payment for transportation of the remains is coordinated with the local Mortuary Affairs Office. Accompanying escorts are on routine TDY orders. Accompanying family members may be on ITOs or PCS orders depending on the specific circumstances.

### 3.31 Labor Relations Representatives

Labor decisions must be coordinated with the local labor relation’s representatives. Local labor relation’s practices and collective bargaining agreements will determine the specific bargaining obligations. Close coordination with your Service/Agency management employment relations’ specialist to determine appropriate and necessary steps in working with your labor relations representative must be accomplished.

### 3.32 Leisure In Conjunction With Official Travel (LICWO)

A travel request is initiated in the DTS. Using the reservation module of the DTS, flights for the official portion of the trip are selected and desired LICWO arrangements (to include dates and approximate travel times) are added in the reservation module's air segment comment field of the travel request. After being signed, the travel request is forwarded to the CTO.

The CTO makes official and LICWO arrangements within their GDS and performs a cost comparison to determine the difference between the combined LICWO trip and what the Government would have paid if only official authorized travel was performed. The CTO may communicate directly with the traveler off-line via telephone, fax, e-mail, etc., to discuss LICWO reservations and arrange payment methods. **GSA city pair fares are not authorized for the leisure portion of travel.**

The CTO annotates the cost and details of the official authorized travel in the PNR for subsequent update in the DTS and provides a summary of LICWO information in the comments field. If the total cost of the ticket, to include the leisure portion, is less than the cost of the authorized official travel, the lower total cost will be entered by the CTO in the PNR as the total cost funded by the Government.

The DTS routes the official trip record to the AO for authorization of travel and approval of funds for the official travel portion. Any additional expenses resulting from personal arrangements made in conjunction with official travel are the individual traveler's responsibility and are not the responsibility of the Government. (Only official funded travel is obligated through the system).

Upon AO approval, DTS notifies the CTO of approval for ticketing. The CTO will provide a copy of the leisure itinerary with costs and ticket numbers to the traveler. The CTO provides the LICWO ticket to the traveler in accordance with normal procedures.

### 3.33 Line of Accounting (LOA) Formats and Labels

Each Service/Agency has validated the LOA formats used in DTS. Since each Service and Agency's traditional line of accounting displays the accountable station (ADSN, AAA, FSN) in varying locations, DTS developed 10x20 format maps. Using these format maps, the accountable station is always loaded in the first field of the DTS 10x20.

\* For organizations that are DTS-Tailored, the accountable station number is replaced by "DTST".

LOA labels are established for ease of use by travelers and AOs and developed using plain English by the FDTA to facilitate identification. The first two digits of the label must contain the Fiscal Year of execution. **The label must be unique within an organization.** When setting up new LOAs by loading an LOA file from DFAS, the access form will automatically provide a six-digit label suffix. The FDTA should then revise the label to make it meaningful the users.

### 3.34 Line of Accounting (LOA) Upload for Initial Set-up

In cases where an automated LOA upload is not possible, the LOAs will be uploaded using the DTA Set-up tools. The DTS LOA formats have been validated by the respective Services and

Agencies. Loading/creating lines of accounting (and their associated budgets) require direct involvement by the organization's Finance DTA(s).

The PMO has developed an MS Access tool, referred to as the PMO Line of Accounting Upload Tool, to assist users with validating and uploading LOAs into DTS. The PMO tool is used in concert with the DTA Set-up tool. During an organizations initial set-up, the LOAs can be imported into the PMO tool, validated, and then exported into the DTA Set-up tool for final upload into DTS. Although the set-up process can be time-consuming, the data entry can be performed by more than one person with knowledge of the lines of accounting. These people must have the appropriate permission level, which can be granted temporarily if needed. The person(s) performing this work MUST have their PKI certificate issued before starting the process. LOA entry's after initial set-up is completed using the DTA Maintenance Tool.

See the DTS Set Client Tool user guide and the Lines of Accounting Upload Guide for more detailed information on LOA validation and upload.

### **3.35 Military Pay Reports**

There are five Military Pay Reports accessible from the MIS Module to assist personnel with processing travel-related military pay transactions. These reports are the Enlisted BAS Report, the OCONUS Travel Report, the Family Separation Allowance (FSA) Report, the Military Leave Report, and Special Duty Condition Report. **The reports must be run and distributed/processed in accordance with local policy and procedures.**

Access to the MIS Module must be coordinated with the DTA, access is not permission based.

### **3.36 NATO Orders and Foreign Clearance Guide Requirements**

**The organization preparing the TDY or PCS orders will comply with all provisions of the Foreign Clearance Guide. Any NATO orders or other special documents will be prepared outside DTS and distributed IAW local policies.**

### **3.37 Nonappropriated Fund Instrumentalities (NAFI) Personnel**

(See Arrangements Only)

### **3.38 Other Accountable Officials**

Any individual who provides information, data, or services in support of the approval process is considered an Accountable Official and must be designated in writing. Responsibilities include providing accurate and timely data, information, and services to Certifying Officials, as well as ensuring payments are supportable, legal and correct. Accountable Officials will be held liable for erroneous payments made as a result of their actions.

### **3.39 Payment of Patriot Express**

The transportation officer, outside of DTS, makes travel arrangements for Patriot Express travelers. Obligations will also occur outside of DTS. Any commercial air segments in the itinerary, i.e., connecting service to the patriot Express service, will be booked through DTS and included in the cost estimate for subsequent obligation.

A copy of the trip authorization must be printed and provided to the appropriate parties for entry of the customer identification code, obligation of travel funds, corresponding adjustment of the AO's budget module, and payment of Patriot Express service. Sites are required to establish local procedures for printing and distributing orders, adjusting budget modules, and obligating funds outside of DTS.

The traveler will print a copy of the trip record (DD Form 1610) for hand-in at the AMC counter.

At the departure counter, the AMC representative will input the billing address into GATES for subsequent direct billing.

(Note: On monthly basis, AMC direct bills the appropriate Service or Agency paying office. The paying office reconciles the manual obligations against the billing invoice and pays AMC).

### **3.40 Permanent Change of Station (PCS) to include Dependent Travel (Accompanied & Unaccompanied) and Medical Evacuation (MEDIVAC)**

All PCS travel (to include dependents) and MEDIVAC (Government provided transportation, normally by air) travel will be handled as traditional travel services and will be outside the Defense Travel System. The CTO shall accept requests by phone with a fax copy of the travel order and process the reservations (air, rail, bus, lodging, rental vehicles) via conventional means. All required travel orders will be prepared by the unit in accordance with current local procedures.

### **3.41 Permission Levels**

The DTS Program Management Office (PMO) has identified permission levels, organizational (Org) access, and group access for use with the DTS. Permission levels and access aid in ensuring proper Management Control and limit access to authorized persons as needed. It is the responsibility of each Service and Agency to insure that the permission and access levels are adhered to at all times by their respective organizations. Furthermore, it is the responsibility of the Service and Agency to insure that prior to assignment of a permission level to a user, any and all required certification training has been completed and all appropriate appointment letters are on file with the respective Service or Agency.

### **3.42 Personal Leave in Conjunction with Official Travel (PLOT)**

PLOT functionality correctly calculates per diem entitlements when a traveler indicates personal leave in conjunction with their official travel.

Currently, DTS is certified to only compute per diem entitlement for PLOT travel when leave is taken from a TDY location and the traveler returns to the same TDY location to complete the TDY after leave has been taken.

**Travelers are not entitled to utilize GSA city pair flights for personal travel.** Travel arrangements must be made in accordance with local business rules (see section 3.33 – LICWO – for additional information regarding travel arrangements while taking leave in conjunction with official travel).

**Travelers are required to process the applicable leave documents, i.e. DA31 for Army, in accordance with Service/Agency/local policy.** There is currently no interface between DTS and any Service/Agency leave or pay system.

### 3.43 Premium and First Class Travel

The traveler will establish a trip request in the DTS and request desired reservations from the reservation module. Since flight availability in the DTS is provided for coach (Y) class only, the traveler may select the desired flight and add a comment in the air segment screen for the CTO to book either a premium (business) class or first class seat. The traveler may also request the desired reservation via comment in the reservation module air segment without actually selecting a flight from availability. The traveler's digital signature automatically routes the document to the CTO. The CTO will book the premium or first class reservation, but will not issue any premium or first class ticket prior to receiving approval from the AO.

For any ticketing of reservations for premium or first class travel at Government expense, the AO must document approval in the trip record and obtain appropriate approval (outside the Defense Travel System) in accordance with established policy. AOs must be familiar with Service/Agency approval procedures for premium (other than first class) and first class travel accommodations and must obtain the required approval before authorizing the requested accommodations.

### 3.44 Prisoner Transport

The prisoner is placed on PCS orders and the escort(s) is placed on routine TDY orders.

### 3.45 Rail Travel

AMTRAK schedules are displayed within the reservation module of the DTS. The traveler will select the desired train or put a comment in the rail reservation screen of the reservation module to communicate the train request to the CTO. The CTO will make rail reservations, as requested by the traveler and include the confirmation and cost of the reservations within the trip request. For premium rail, also see business rules for Premium and First Class Travel. The confirmation and cost of rail reservations will be annotated by the CTO within the appropriate blocks of the PNR for subsequent transfer to the DTS in order to be obligated from the trip record upon AO approval).

The Government charge card (either individually billed account or centrally billed account) may be used to purchase rail tickets. If CBA is used as the payment method, the accounting and payment process shall be completed outside the DTS – even after implementation of the CBA Reconciliation Module (DTS CBA's will only support air travel).

### 3.46 Read Only Access (ROA)

Read Only Access (ROA) provides users access to trip records outside of their organization. Typically this privilege is granted to users who require access to complete research and/or audit requirements. Access across a Service, Agency, or specific site is controlled at the respective Service/Agency DTS Program Office. Personnel who's duty performance requires access to documents outside their parent Service/Agency may request special access by completing a

request for ROA access, obtaining DoD component approval, and submitting the approved request to the PMO-DTS.

### **3.47 Receipt Retention (to include other Substantiating Documents)**

The DODFMR was modified in August 2003 and requires the AO to retain the records to substantiate certified travel claims (including original receipts) in the office where the certification occurred for a period of 6 years, 3 months. The documentation may be stored in electronic format with the DTS trip record of in the office where certification of the travel claim occurred.

DTS is expecting to include the functionality to upload or scan, and attach to the trip record in an electronic format, substantiating documents in the Spring/Summer of 2004. **Until such time, each respective service/agency will determine where the documentation is retained.**

### **3.48 Rental Vehicles**

The DTS will display available vehicles from companies that participate in the Military Traffic Management Command (MTMC) negotiated agreements. The available vendors will be displayed in order of price (from lowest to highest) for the selected vehicle category. The DTS default is to display available vehicles at the arrival airport. Travelers that desire to pickup the vehicle at a non-airport location, i.e. downtown, etc., must provide a comment to the CTO on the DTS rental car screen and provide the dates, times, and pickup/drop off locations.

### **3.49 Resource Management Officers**

**Resource Management Officers are responsible for coordinating the appointment of authorizing officials and the certifying officials, as well as the accompanying necessary training.** Resource Management Officers must also establish budget targets at the appropriate levels (based on command decision), determine the split disbursement policy – mandatory for military members, optional for civilian employees, and procedures for the following: constructive costs, year-end processing, debt management, and quality assurance.

### **3.50 Reviewing Officials**

A reviewing official is appointed in writing to perform post-payment reviews of vouchers certified by a CO. The DTS will perform the pre-payment reviews, while post- payment reviews (PPR) are completed at DFAS – Kansas City. Reviewing Officials cannot serve in the positions of a CO, disbursing officer or accountable official and should not be in the supervisory chain of the CO or disbursing officer.

### **3.51 Scheduled Partial Payments (SPP)**

Travelers on TDY/TAD exceeding 45 days can request a scheduled partial payment through DTS. Payments are computed and scheduled for payment in 30-day increments. The amount of the SPP is deposited via EFT into the traveler's financial institution, to include a split disbursement option to send payment to the Government charge card vendor. Upon completion of travel, the SPP amount(s) are deducted from the total reimbursable entitlements as a previous payment – resulting in a net payment to the traveler.



**Organizations that are DTS-Tailored for finance cannot use the scheduled partial payment functionality in DTS. Travelers in these organizations requiring a scheduled partial payment must process their authorization outside of DTS.**

### **3.52 Self-Authorizing Officials**

Blanket Travel orders are not authorized under DTS. Instead, individuals who previously traveled under blanket travel orders can be designated "self-authorizing officials" within their user profile. They will approve their own trip authorizations (unless a non-ATM advance or SPP is requested) and verify fund availability from their budget allocation. They **CANNOT**, however, certify their own vouchers for payment. An AO/CO in the self-authorizing official's routing list must approve his/her claims for reimbursement for travel expenses. **Self-authorizing officials must be designated in writing in accordance with local procedures.**

### **3.53 Short Notice Travel Orders**

**The traveler will make necessary travel arrangements with the CTO via their toll free number. Sites are responsible for providing local points of contact for appropriate authorization. The CTO shall contact the appropriate site POC to obtain the necessary verbal authorization before issuing tickets. Sites must identify appropriate phone and fax numbers for CTO contacts for both normal duty hours and after hours.**

### **3.54 Surge in Travel**

The CTO is responsible for supporting surge travel. **Installations will provide as much notice as possible and appropriate points of contact.**

### **3.55 Ticket Delivery**

The CTO is responsible for delivery of tickets - electronic ticketing is the primary method. When a paper ticket is required/requested by the traveler, **installations will establish local paper ticket delivery procedures and points of contact.** Travelers are reminded that additional costs are incurred for a paper ticket and the additional fee may not be reimbursable.

### **3.56 Ticketing**

Ticketing is normally done three business days prior to scheduled departure. In the event that a traveler requires tickets prior to the TAW (tickets are waiting) date, the traveler must change the pre-populated date (located in "OTHER Trans") under the air segment of the travel authorization. When the CTO tickets a PNR, an e-mail is automatically generated to the traveler with segment confirmation and cost data.

***Note: Current airport security procedures require that tickets be issued in the same name that appears on the traveler's form of identification (drivers license, etc.). DTS users should ensure the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding.***

#### **3.56.1 Ticketing at the Beginning of a New Fiscal Year**

**Local business process procedures must be enacted to ensure ticketing for travel in the beginning of the new fiscal year pending approval of the authorization in DTS. Since the AO is prevented**

from approving the DTS authorization until funding becomes available (and thereby providing electronic notification to the CTO regarding ticketing approval), **the TO – or another designated Government representative** – should be given permission to provide verbal approval to the CTO to allow ticketing to occur in the normal 3-business day window prior to the expected departure date.

For example, for travel that is scheduled to begin on 1 October, ticketing would normally occur on 27 September. Since new fiscal year funding is not available at that time and loaded into the DTS Budget Module, the AO is prevented from approving the authorization in DTS. Without AO approval in DTS, the CTO is not notified to ticket the flight. In this case, **the TO – or another designated Government representative** should be granted permission to contact the CTO with verbal approval to ticket the travel. The same holds true if the trip is subsequently cancelled due to lack of funding – the CTO must be contacted regarding the ticket/trip cancellation.

### **3.57 Travelers Without an Individual Government Charge Card**

Some DoD travelers may not have the individual Government travel charge card (also called an individually billed account, or IBA). **In this event, the traveler's air or rail ticket will be charged to the activity's centrally billed account (CBA) or to a government transportation request (GTR).** Since the traveler does not have an IBA he or she may be authorized a non-ATM advance through DTS.

In order to guarantee lodging, and in some cases rental car, a form of payment is required. Travelers without an individual Government travel charge card may enter a personal credit card number and expiration date in the “comments to the travel agent” section in order to guarantee their arrangements. Travelers without either an individual Government Travel Charge Card or a personal credit card are required to contact the CTO off-line to provide payment information.

### **3.58 Unused Tickets**

The traveler must notify the CTO of any unused or partially unused tickets as soon as possible. Unused tickets must be returned in the manner they were received. If an e-ticket is used, the traveler must notify the CTO. If tickets were delivered by an overnight mail service, the CTO will provide an account number so that the tickets can be returned by the same service. Tickets that were picked up at a local CTO must be returned to that office.

**For tickets purchased via IBA:**

**Pre-travel:** The traveler notifies the CTO through the DTS amendment process.

**During travel:** The traveler notifies the CTO via toll free phone number or through the DTS amendment process. If done by phone, the traveler must adjust the travel costs upon filing the travel voucher.

**Post travel:** The traveler notifies the CTO via toll free phone number or through the DTS amendment process.

**The CTO is required to provide the traveler via fax a copy of the unused ticket receipt that indicates the value of the unused ticket and the date the ticket was returned.**

**For tickets purchased via CBA:**

**The traveler returns unused tickets to the TO.**



The TO will notify the CTO of the unused ticket cost and follow the return procedures outlined above.

The TO will prepare DD Form 730 and provide it to the traveler as a receipt for the unused ticket.

### **3.59 Verbal Orders of the Commanding Officer (VOCO)**

(See Confirmatory Orders)